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[REDACTED]
P. O. Box 1407
Main Post Office
Washington 13, D. C.

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RE: [REDACTED] Contractor's Proposal For
Continuation of Contract [REDACTED]
Fiscal Year 1962

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[REDACTED]
The following is a "preliminary" to our requested "Contractor's Proposal" letter. This is for your consideration, modification and discussion with the Contracting Officer as you deem appropriate. A "Contractor's Proposal" letter has been requested by the Contracting Officer directly to me in order that the renewal of the subject contract may be effected on or before the expiration of the current extension date, 31 August 1961.

FY-61 REVIEW

As a basis for a Statement of Work for FY-62, I feel it necessary to review the general intent of the FY-61 contract and the work which has been accomplished, as well as that which remains to be done. This data is set forth below:

The basis of effort and intent of the overall Scope of the Work for FY-61 was for [REDACTED] to assist the I. O. in the studying, determining and implementing means, methods and equipments specifically directed toward (1) the handling of work of the same type and character as presently handled by the I. O., (2) the handling of such work where possible, with greater speed, (3) the (physical) handling of the current workload with less personal hardship to personnel, and (4) providing for an anticipated major increase in the total workload of the I. O. in the immediate future.

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The provision was included to consider that the anticipated major workload be handled by only limited increase in number of personnel in the I. O.

Also, included in the FY-61 work of [] was the conceptual layout planning of physical facilities and housing for the increased personnel and workload in [] as well as certain other subordinate tasks and individual's services in several fields.

For clarity, it should be noted that none of [] work involved such services as those of "management consulting" or other purely management or organizational studies. [] does not, in fact, offer or conduct management consultant services as part of our work.

Referring to the detail of the [] FY-61 Scope of Work; there were seven (7) Assignments. Within the scope of two (2) of these Assignments, [] received three (3) Technical Directives issued by the I. O.:

Under Assignment No. I, Technical Directive #1
(Evaluation of Automation Needs and Systems Work)

13,000 manhours expended, equaling 37% total []
FY-61 effort.

Under Assignment No. II, Technical Directive #1 and #2
(Concept Planning for Physical Facilities, []

13,500 manhours expended, equaling 38% of total effort.

Other supporting time, travel, etc.

8,400 manhours expended, equaling 25% total effort

TOTAL manhours equal 35,000 FY-61 or 100% of effort.

As to Assignments I through VII, Scope of Work FY-61 and areas of work not authorized for work by Technical Directives and, thus, not commenced, these are set forth below. This remaining work is properly subject to consideration for inclusion, continuation or exclusion

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in the FY-62 work:

A. Assignment No. I (Computers, Automation, Systems, etc.)

Approximately 50% of this work is now completed, with a balance of 50% left to do.

It is recommended that this be continued in FY-62.

B. Assignment No. II (Concept Drawings for

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Under Paragraph 1 of this Assignment, the work therein is between 75 and 80% complete, with approximately 25% remaining and it is recommended that this be included in the FY-62.

Under Paragraph 2, (a), (b), and (c), it is recommended that these items be omitted from the FY-62 Statement of Work, as they are now essentially 100% complete.

(a) Operational & Functional Descriptions of the several departments and divisions to be housed

(b) The "work flow" diagram(s) for (a) above.

(c) The associated concept plans and drawings necessary to describe and provide for requirements of (a) and (b) above.

Under Paragraph 2, (d) and (e), it is recommended that these two items be included in the Statement of Work for FY-62 for completion.

(d) The Schematic Plans and Preliminary Plans of all designated classified areas, which cannot, due to the classification, be developed under the Architectural and Engineering Contract.

(e) Provide, as and when required, any and all modifications to the initial concept plans, pre-

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liminary plans, drawings, criteria and other material developed under this Assignment II, which may be occasioned through the development and completion of other parts and studies of this Task Order. Modifications as required will be executed;

1. during the development of the unclassified working (construction) drawing(s) period; and
2. as well as during the actual construction period(s) and installation of equipment; and
3. subsequent to occupancy by the Issuing Office of as directed by the Contracting Officer.

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C. Assignment III (Photo Chemical Facility)

Work under Paragraphs 4 through 5 has been commenced and at present is approximately 25% complete.

It is recommended that these be continued in the Scope of Work for FY-62.

D. Assignment IV (P.I. Cell)

While it has been suggested that this Assignment IV be deleted from the FY-62 and that it will not be applicable in the future, consideration should be given this item in the FY-62. A definite possibility for some modified type of "PI cubical" providing for multiple PI work still appears necessary and valid. Therefore, this Assignment IV, in a modified form, is recommended for inclusion in Statement of Work for FY-62, whether or not it is implemented by a Technical Directive during FY-62.

E. Assignment V (Visual Indicator and P.I. Keys)

This Assignment has not been implemented under FY-61.

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It is recommended for inclusion in Fy-62.

F. Assignment VI (Operations Research Applicable to PI Work)

This Assignment has not been implemented under FY-61.

It is recommended for inclusion and implementation under FY-62 Statement of Work.

G. Assignment VII (Procurement Staffs, Services and other Services)

It is recommended that this Assignment be included in the FY-62 Statement of Work.

In addition to the above work appropriate for inclusion in the FY-62 Statement of Work, there are at present some ten (10) Technical Directives pending consideration and/or action for implementation by the I. O., all of which fall under one of the generally appropriate Assignments included in the FY-61 program. If and when determination is made on these Technical Directives, those desired for inclusion in FY-62 should be so indicated by modification of Statement of Work and wording of existing or new Assignments, in order that they may be properly authorized and accounted for in the FY-62 effort.

FY-62 NEW ASSIGNMENTS

In addition to the remaining work recommended for FY-61, the additional Technical Directives now pending, etc., it is recognized that certain other requirements may be desired by the Technical Director of the I. O. and his staff assistants, which are appropriate for inclusion in the Statement of Work for FY-62, but which are not adequately described under wording of any of the current Assignments I through VII.

Currently, such requirements are not known to in detail, but any such requirement on which can properly serve the I. O., would appear proper for inclusion in the FY-62 Statement of Work as determined by you.

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FY-62 PERSONNEL AND MANHOOR ALLOCATIONS ESTIMATE

Personnel required for the remaining FY-62 work include the positions or the equivalent quality of personnel, as listed in the attachments. These, together with the estimated allocation of manhours and the extension of manhours and costs are provided for the FY-62 below. We are also including the summary of direct costs, overhead, travel, fee and other items as estimated for FY-62 and allocable toward a total contract sum

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(Please see attached, detailed breakdowns).

The above manpower and "level of effort" as anticipated by is considered usefully applicable to the known tasks yet remaining and stated above in this letter. This "level of effort" and contract sum of is not assumed to cover additional tasks and/or requirements not yet known

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Finally, it is our understanding that on future Technical Directives issued for implementation and work to is requested and will provide for each Technical Directive, before work is commenced, our best estimate of a "level of effort" to be applied to that Technical Directive, together with an approximate listing of the various types of personnel to be used, as well as the total estimated cost for the accomplishment of a Technical Directive. will be pleased to comply with this request and to analyze all forthcoming Technical Directives accordingly. Where the Scope of the Work in a particular Technical Directive does not lend itself to any reasonably accurate or approximate estimate of manhours or costs required to accomplish the work at the time of its implementation, will provide estimates of costs as soon as investigations and/or sufficient preliminary work on this type of Technical Directive will permit.

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In FY-62, our monthly reporting to the I. O., by means of our Progress Reports, will include a status statement on the individual Technical Directives, the funds expended on each, the funds remaining and other appropriate accounting information, which will be in addition to information routinely provided to the Contracting Officer.

If there is further information desired from our office as a preliminary to our "Contractor's Letter of Proposal", kindly let us know and we

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shall provide same.

We will appreciate your directing the attention of the Contracting Officer to our needs outlined herein, for final information from your offices for the FY-62 Scope of Work, particularly regarding any new Assignments to be included. When this information is received, we will immediately comply with the Contracting Office's request for our formal submission.

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Attachments

- "A" - FY-62 Manpower/Level of Effort (1)
- "B" - Cost Summary FY-61 (1)
- "C" - Technical Directive (Suggested FY-62 Format) (1)

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